

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Number: B99-44

Date: November 24, 1999

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING
DECEMBER 31, 1999

The purpose of this information bulletin is to provide information regarding quarterly reporting requirements for the period ending December 31, 1999. The reports are to be transmitted electronically to the Job Training Partnership Division as follows: National Reserve Account Projects are due on January 20, 2000. All other reports, including "*Closeout Reports*" for fully spent projects that end on or before December 31, 1999, are due on January 25, 2000.

The Job Training Partnership Act (JTPA) Directive D99-4, *JTPA Data Reporting Requirements*, dated August 12, 1999, lists the specific requirements and details of each report. This directive is available on the Employment Development Department Web site (<http://www.edd.ca.gov/jtpadir.htm>) and should be consulted prior to completing your quarterly reports.

The JTPA Directive D99-3, *Extension of Existing JTPA Waivers for PY 1999/2000*, dated August 2, 1999, also available on the Web site, addresses reporting issues arising from the approval and implementation of the JTPA waivers. For purposes of financial reporting with two cost categories, Title II and Title III administration costs should be reported as administration on the applicable report. Program expenditures for Title II should be reported as training related/supportive services. Under Title III, please report non-administration program expenditures as retraining.

If there are any questions related to expenditure reports, please contact Judi Bauman, Financial Management Unit (FMU), at (916) 654-8276 for Title II, and Tristyn Schmidt, FMU, at (916) 654-7617 for Titles III and IV-C. Contact Debra Shepherd, FMU, at (916) 654-2418 for questions regarding "Closeout" items for either Title II or Title III.

If there are any questions related to participant reports please contact Marcia Painter, Data Analysis Unit (DAU), at (916) 654-7607 for Title II, and Karen Yuke, DAU, at (916) 654-2585 for Titles III and IV-C. Contact Cindy Hobart, DAU, at (916) 654-8285 for questions regarding Welfare-to-Work participant reports.

/S/ BILL BURKE
Assistant Deputy Director